

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, July 19, 2017
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Emily Ysebaert and Ron Antonneau

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Alex Sweetman, Accountant; and Jennifer Hallam-Nelson, Mobility Coordinator

OTHERS PRESENT: Lisa Conard, Brown County Planning; and Vincent Caldara, MV

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

R. Scannell made a motion to approve the July 19, 2017 agenda. J. Withbroe seconded the motion. Motion carried.

3. Approval of the minutes of the June 21, 2017 meeting

J. Withbroe made a motion to approve the minutes from the June 21, 2017 meeting.
K. Kuehn seconded the motion. Motion carried.

4. Discussion/Action: Green Bay Metro Severe Weather Policy

Director Kiewiz stated annually Green Bay Metro staff reviews the Green Bay Metro Severe Weather Policy. For the first time in many, many years, emergency sirens went off in our community. This put our policy into action. Staff has reviewed what worked well and what we could improve on.

Some areas of improvement were clarification when Operators contact Dispatch. A list of suggested locations that Operators could take shelter at; it is not meant to be an exclusive list. Staff also added the adoption and revision history to the policy. The policy outlines the process and procedures that the drivers have to follow to secure the safety of them and their passengers.

This policy is in compliance with the Federal Transit Administration.

R. Scannell made a motion to approve the Green Bay Metro Severe Weather Policy.

E. Ysebaert seconded the motion. Motion carried.

5. Discussion/Action: Safety, System Security & Emergency Action Plans

Director Kiewiz stated annually Green Bay Metro staff reviews the Green Bay Metro Safety, System Security & Emergency Action Plans. Modifications are made in order to stay compliant with the Federal Transit Administration and to provide safety for employees and members of the public.

We use this document for training to ensure all staff and employees are aware of expectations as well what to do in an emergency.

J. Withbroe made a motion to approve the Safety, System Security & Emergency Action Plans. E. Ysebaert seconded the motion. Motion carried.

6. Marketing Reports:

Director Kiewiz stated included in your packets you will find the 2nd quarter advertising comparison report and the updated advertising brochure. We have been looking at other advertising options on some additional things to assist in generating some advertising revenue. Increasing the advertising revenue helps with reducing the local share. Staff is available to answer any questions.

R. Cobb inquired to what some our additional advertising options are.

Director Kiewiz stated offering advertising in our Route Guide. We have been pushing more of the interior advertising on the buses. We do a lot of non-profit advertising inside the buses in the ad racks for no costs; they just need to get us the materials. We are also looking at some other advertising options with some passes coming forward. Staff is exploring options of an informational board in the public lobby.

7. Operational Reports

Director Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System; as well as the monthly schedule adherences for June. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

Director Kiewiz stated she has a meeting tomorrow with Ashwaubenon School District; they are interested in a similar program as the Green Bay Area Public School District.

There was discussion on the need of public transportation in Howard-Suamico area. However, there is a cost for the service. To date, Howard has elected not to participate in public transportation.

Director Kiewiz commented that staff is looking at the implementation of the East Side Transfer Point in June of 2018. As municipalities are beginning to work on budgets Director Kiewiz has started the discussions on the impact this will have to the system.

She has received concerns of individuals needing service later at night (3rd shift); people are having a hard time getting to work.

R. Cobb inquired if any of these businesses would be willing to contribute money to support a route or later service.

Director Kiewiz stated Metro has taken the approach of working with the local municipalities and it has been very successful.

L. Conard noted that businesses typically do not want to directly participate financially as they view transit service as something that should come with paying property taxes. Many businesses have excellent transit service and do not pay a direct subsidy. L. Conard also noted that businesses should let local elected officials/local boards know if transit service is important to them.

Director Kiewiz stated if we are able to show the need and justification the municipalities have work well with us. Without additional dollars it is difficult to provide frequency. With the East Side Transfer Point we will be able to accomplish some of these situations and be beneficial to the community.

L. Conard referenced the *2017 Green Bay Metro Annual Route Review and Analysis Report* and noted that Green Bay Metro offered approximately 90,000 hours of service in 1997. Twenty years later, Metro offers approximately 80,000 hours of service per year. In the last 20 years, the area has experienced increases in population and jobs, yet there is less service. The decline in service is a result of budgets (Federal, State, and local) that have remained flat (except for inflation considerations) or in some cases reduced. Fuel prices can have a big impact on the level of service offered.

Director Kiewiz stated when we added the Route 13 we were able to add some additional services back in, but if you don't have frequency that will affect the ridership.

8. Financial Reports

Director Kiewiz stated in your packets you will find the operating expense report for January through May. She gave a brief overview of the revenue and expense reports. We are under budget.

9. Directors Reports

Director Kiewiz introduced Alex Sweetman; she is our Accountant. She has taken the vacant position of Pam Manley. She has been with us for 3 weeks. Alex comes to Metro from WPS. We look forward to working with her.

A. Sweetman stated she has a background in regulatory affairs and accounting at WPS. She is very excited to join the team.

The Commissioners welcomed Alex aboard.

P. Kiewiz stated in your packets you will find a thank you note that Metro received for placing a bus stop.

Once again, Green Bay Metro has partnered with the Packers to provide the G-Line. The G-Line will start July 24, 2017 and will run through September 9, 2017. It will run from Downtown out to the Titletown area. It will be half hour service.

Director Kiewiz stated staff has started working on the budget process.

Director Kiewiz stated staff has been working on the security project RFP. We will be bringing the project to Commission in September.

Director Kiewiz invited the Commissioners to attend the Employee Cookout on July 27, 2017 from 12:00 p.m. till 2:15 p.m.

Director Kiewiz stated Maintenance Manager, Larry Sterckx's has retired. The vacant position has been posted for hiring.

10. Other Business

No other business.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, August 16, 2017 at 8:15 a.m.

12. Adjourn

Motion made by K. Kuehn, seconded by R. Scannell, to adjourn at 9:15 a.m. Motion carried.

Respectfully submitted,

Essie Fels
Recording Secretary